

Approved For Release 2000/08/28 : ~~SECRET~~ DD78-03991A000200070037-2*Office Memorandum* ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 10 December 1953

FROM : Acting Chief, Inspection & Review Staff

SUBJECT: Weekly Activity Report

1. General.

- a. O & M Service Survey of DD/P Logistics Functions (continued item).

A copy of the O & M Service summary report of the survey of administrative functions within the DD/P complex was requested. Upon receipt, report will be circulated for the information of concerned divisions.

2. Projects and Studies in Process.

- a. Development of Inspection and Review Procedures and Operating Policies (continued item).

- (1) Logistics Instruction specifying the functions and procedures of this Staff was reproduced and will be distributed approximately 14 December 1953.
- (2) Organizational title of this Staff will be changed to the "Technical Review Staff" at the time the Logistics Instruction is distributed.

- b. Preparation of Job Description (completed item).

As requested by C/IO, prepared in final form a description of the position for the Assistant Chief for Operations/IO.

- c. Property Accountability and Audit (completed item).

As requested by C/SS, drafted a memorandum to the Deputy Director (Administration) relative to the establishment of a comprehensive Agency accountability system, the assignment of responsibility for the technical review of the system established and the assignment of responsibility for the conduct of property audits.

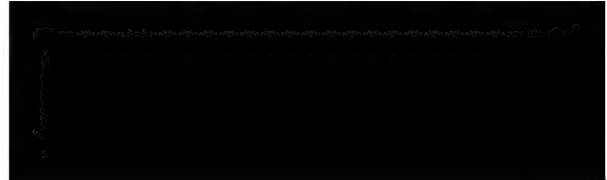
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3. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements
(continued item).

Review of the work program of the Administrative Staff
is approximately 35% completed.

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